

What school & district roles are there for this service?

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Broadly speaking, there are three school and district roles in Gaggle.

1. **Gaggle Administrator:** The Gaggle Administrator is an individual who oversees the service from a technical standpoint for an entire school or district. This user will have access to user data for assigned groups of accounts, as well as access to school or district settings. See Gaggle Access Levels below to view the different types of Gaggle Administrators available.
2. **Emergency Contacts:** Valid, reliable Emergency Contacts are vital and are notified via phone and email in case of a situation that poses a possible threat to the health and safety of a student. All Emergency Contacts will receive Possible Student Situation (PSS) and Questionable Content (QCON) notifications. Notifications are made or sent to the phone/email address provided.
3. **Default Administrator:** The assigned Default Administrator of the student with a User Violation will be copied on multiple violation emails sent to students. Notifications are sent to the Default Administrator's Gaggle account. It is recommended that you forward messages from the Gaggle account to your primary email account.

Gaggle Administrator Access Levels

Gaggle employs a hierarchical structure for account access levels. There are four levels for Gaggle Administrators, as described below:

- **District Master:** This access level is the highest in a district and enables the user to control all of the schools. It has access to the account information for all lower access levels.
- **District Administrator:** This access level has the same privileges as the District Master, but it can be edited by the District Master. A District Administrator account can be limited to accessing only a specific subset of schools using the Group List feature (see below).
- **School Master:** This access level is the highest in a school and is appropriate for the principal, school technology coordinator, or the teacher who oversees Gaggle at a school. It has access to the account information for all lower access levels.
- **School Administrator:** This access level has the same privileges as the School Master, but it can be edited by the School Master. It is appropriate for an educator who is allowed to edit the school settings and review student content. For instance, a principal may give this access to the school technology coordinator or the teacher in charge of the media lab.

Group List Feature

In some rare cases, administrators will need to manage multiple schools, without managing an entire district. Gaggle's Group List feature allows you to accomplish this.

If you are a District Master, you can utilize the Group List feature for another administrator by following these steps:

1. First, confirm that you know the Gaggle School IDs for all of the schools your that your user will need to access. These can be found by going to the Admin tab and choosing School List in the left panel.
2. Select the Admin tab, then perform a search in the User List for your desired user account.

3. Be sure that the user has either a School Master or School Administrator access level. Otherwise they will not be able to access the Gaggle Safety Management Dashboard.
4. In the Group List field, enter the Gaggle School ID for all school groups for which you want this user to have data access. Then select the blue Save icon when finished.

No labels